



## How to Respond to the 2016 National Building Competition Data Request

This document provides a guide to registering for the 2016 ENERGY STAR® National Building Competition by responding to the registration data request.

The data request is associated with a unique hyperlink (see instructions below) that will take you to Portfolio Manager®, where you can use these instructions to respond to the data request.

Responding to a data request is different from sharing a property with a contact because when you respond to a data request, you release only the information specified by the requestor for the designated time period.

**For registration**, you will be asked to submit the following building data. EPA may publish the metrics indicated with asterisks.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Portfolio Manager property ID</li> <li>• Property Name*</li> <li>• ENERGY STAR Score</li> <li>• Primary Property Type - Self Selected</li> <li>• Primary Property Type - EPA Calculated*</li> <li>• Service and Product Provider*</li> <li>• Address 1</li> <li>• Address 2</li> <li>• City*</li> </ul> | <ul style="list-style-type: none"> <li>• State*</li> <li>• Country</li> <li>• Postal Code</li> <li>• Year Built*</li> <li>• Property Floor Area (Building(s)) (ft<sup>2</sup>)</li> <li>• Property Floor Area (Parking) (ft<sup>2</sup>)</li> <li>• ENERGY STAR Certification - Eligibility</li> <li>• ENERGY STAR Certification - Year(s) Certified</li> <li>• Federal Agency/Department</li> </ul> |
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### **Process for Responding to Data Requests**

1. Access the request.
2. Prepare a response.
3. Preview the response.
4. Submit the response.

## 1

## Access the Request

Click on one of the links below to respond to the EPA data request and register to compete for energy savings recognition, or energy *and* water savings recognition. You will be directed to login to Portfolio Manager, and then routed to the **Respond to Data Request** page.

### Energy Data Request:

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/fe98c1a6-99e7-42cc-b6ea-69ac2540d372>

### Energy and Water Data Request:

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/8a7ccc08-a4d2-46bf-9c47-8994f51196fa>

## 2

## Prepare a Response

On the **Respond to Data Request** page, provide the requested information for each section.

In the **About Your Response** section, select the user whose data is being submitted.

- ✓ Select **myself** to submit the response on your own behalf.

### About Your Response

Who is this data being submitted on behalf of?

- ☐ myself  
☒ someone else

\* - Select a contact -  
 - Select a contact -  
 Abrams, Zach  
 Account, Demo

[Add a Contact](#)

- ✓ Select **someone else** to choose a contact with whom you are associated. Select the contact from the drop-down list or click **Add a Contact** to add a new contact.

**NOTE:** In 2016, each person may register a maximum of 5 buildings. If you would like to register more than 5 buildings from your account, you must submit them on behalf of different people. We do this to encourage competition and participant engagement.

In the **Your Response** section, select information to include in the response.

### Your Response

Select Information to Include:

Timeframe: \* - Select Timeframe -



If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: \* Multiple Properties

[Select Properties](#)

[Selected Properties: 0](#)



The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

- ✓ **Timeframe:** This data request collects data through 12/31/2015, and you will not be able to change this value.
- ✓ **Properties:** Select the number of properties to include in the response. If you select **Multiple Properties**, you must specify which properties to include. Click **Select Properties** and then choose the properties from the list and click **Apply Selection**. If there are many properties in your account, you can quickly identify properties to include in your response by sorting them based on group name, primary function, location, or by using the filter function.

Click **Generate Response Preview** after you have selected completed each section of the **Respond to Data Request** page.

### 3

## Preview Response

After you generate the response preview, you can view it in on the **Reporting** tab. You will see a notification in the **Templates & Reports** section when your preview is available.

You can preview the response before sending it.

- ✓ Select **Preview Response** from the drop-down menu next to the report name to review the response in your browser window.
- ✓ Select **Download Preview in Excel** to review the information in Excel.

**NOTE:** If you make changes to property data, select **Generate an Updated Response** from the drop-down menu, and then complete the information on the **Respond to Data Request** page. If you select **Delete Response**, the response will not be released and will be removed from your account. You will need to go back to the Data Request link to access the request and begin a new response.

The screenshot shows two parts of the application interface. The top part is the 'Select Properties' window, which contains a table of properties and several filter panels on the right.

Name	Primary Function	State/Province
101 1M sf Office Building	Office	MA
120 Office Property	Office	MA
201 100k sf Office Building	Office	MA
201 1M sf Office Building	Office	MA
Biomass Facility	Energy/Power Station	DC
Elementary School	K-12 School	TN
K-12 School	K-12 School	CO
L2 Office	Office	DC
Medical Office	Medical Office	DC
MF Test	Multifamily Housing	CO
Office 2	Office	DC
Prison	Prison/Incarceration	CA
St L	Other	MO
TEST School	K-12 School	TN
TEST Tower	Office	IL

Filter Properties (20)

Filter by Group (Create New Group)

- Mid-Atlantic (6)
- Mid-West (1)
- Northeast (6)
- South (3)

Filter by Primary Function

- College/University (1)
- Drinking Water Treatment & Distribution (1)
- Energy/Power Station (1)

Filter by State/Province

- California (1)
- Colorado (2)
- District of Columbia (D.C.) (6)
- Illinois (1)

Filter by Shared from

- Sherril Levin (7)

The bottom part of the screenshot shows the 'Templates & Reports (3)' section. It contains a notification: 'Your new response preview(s) has been generated.' Below this is a table with columns for Name, Date, and Action.

Name	Date	Action
Data Request: Test (Request from Jon Smith)	Response Preview Generated: 5/13/2013 5:43 PM	<ul style="list-style-type: none"> <li>Print Properties and Timeframe</li> <li>Print Properties and Timeframe</li> <li>Download Preview in Excel</li> <li>Generate an Updated Response</li> <li>Delete Response</li> </ul>
Sample EPA Report #2	No Spreadsheet Generate	
Sample EPA Report #1	No Spreadsheet Generate	

## Submit Response

After you have reviewed and confirmed the data in the report, select **Send Response** from the **Action** drop-down menu next to the report name.

Select options on the **Confirm Response to Data Request** page.

- ✓ Select who else you want to receive a confirmation email. To add a contact, click **Contacts** in the upper right-hand corner.
- ✓ Select the format of your data for the email attachment.
- ✓ E-Sign your response by entering your username and password. Then click **E-Sign Response**.

Click **Send Data** to send your data and complete the response. You will receive a confirmation email with a receipt and a copy of the data submitted.

MyPortfolio | Sharing | Planning | Reporting | Recognition

### Confirm Response to Data Request from Jon Smith (EnergyStar)

By clicking Send Data, you will release data to Jon Smith (EnergyStar). You will receive a confirmation email with a receipt and a copy of the data attached.

- Who (besides you) should we send a confirmation email to?  
 Select contacts from your contacts book:  
 Smith, Jon  
 Jones, Sherri  
 Landau, Sara  
 Sheare, Amanda  
To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in the list.
- What format would you like your data in for the email attachment?  
☒ Excel  
☐ XML
- E-Sign your Data Response  
☒ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Jon Smith with EnergyStar.  
 Your username:   
 Your password:  **E-Sign Response**

**Send Data** [Cancel](#)

**About Releasing Your Data**  
 Once you have chosen to release your data, there is no way to retract it. Please [provide](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

**About Signing Your Response**  
 Please provide login credentials (username and password) to electronically sign your response.